



# **LCPtracker Procedure Manual for NDDOT Staff: Wage Administrator, Project Engineers, ADEs and Support Staff**



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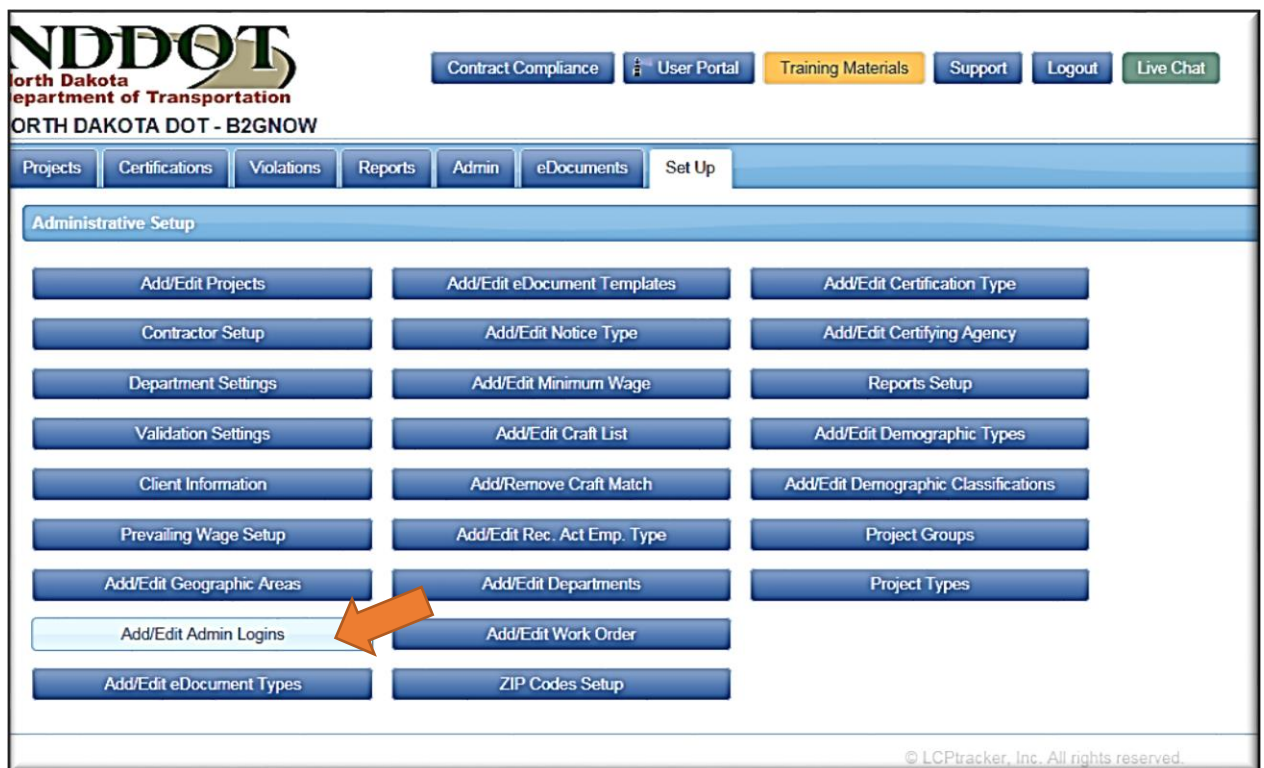
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# Introduction

## Section 1 – Administrative Users

Note: Input of administrative users will be done mostly by the CRD Davis-Bacon Administrator, but can also be done in the Districts by the ADE and Team Leaders.

1. Administrative users at the NDDOT must be assigned roles and given designated accounts within LCPtracker.
2. The Core management group for LCPtracker are the Full Admins. These Full Admins will be the CRD Director, IT manager for CRD, DBRA Wage Administrator and the CRD Admin. Additionally, all ADEs will be designated as Full Admins. This status allows the user the greatest degree of control of the system.
3. In order to designate an individual as a Full Admin, go to the Set up Tab, and go to the Add/Edit Admin Logins



You will then go to the Add/Edit Admin Logins Page, where you will input the individual's email, and name and designate that person as a "Full Admin" on the Role drop-down menu:

At this point, hit “Save” and you will have added this individual as a Full Admin. It is not necessary to assign a District or a Project to a Full Admin – they have access to everything.

**NORTH DAKOTA DOT - B2GNOW**

Projects Certifications Violations Reports Admin eDocuments Set Up

**Add / Edit Admin Logins** Edit Mode

User  
Gail Brown x ▾

E-Mail  
gbrown@nd.gov

Name  
Gail Brown

User ID  
gbrown@nd.gov

Role  
Full Admin ▾

Reset Password Delete Cancel Reset Form Save

© LCP

4. To Edit a Full Admin, go into “Add/Edit Admin Logins” and pull down a user name from the User drop-down menu. You can then Delete or modify the access of any person at your level or lower.
5. To reset a password, go into “Add Edit Admin Logins” and press the “Reset Password” button. This will reset the password of the individual to a temporary password which is sent via email to the user.

**NDDOT**  
North Dakota  
Department of Transportation

**NORTH DAKOTA DOT - B2GNOW**

Contract Compliance User Portal Training Materials Su

Projects Certifications Violations Reports Admin eDocuments Set Up

**Add / Edit Admin Logins** Edit Mode

User  
Gail Brown x ▾

E-Mail  
gbrown@nd.gov

Name  
Gail Brown

User ID  
gbrown@nd.gov

Role  
Full Admin ▾

Reset Password Delete Cancel Reset Form Save

© LCPtrack

6. The Team Leaders in most Districts will be Business Managers assigned to a District. This status allows the user broad access to assign projects to Project Engineers, but generally within one District. To follow is a typical Business Manager page:

**NDDOT**  
North Dakota  
Department of Transportation

**NORTH DAKOTA DOT - B2GNOW**

Contract Compliance User Portal Training Materials Support

Projects Certifications Violations Reports Admin eDocuments Set Up

**Add / Edit Admin Logins** [Edit Mode](#)

User  
Gary Heisler x

E-Mail  
gheisler@nd.gov

Name  
Gary Heisler

User ID  
gheisler@nd.gov

Role  
Business Manager

☐ Assign to All Projects

**Assigned Departments**

8 - Fargo District

**Assigned Projects**

Project	Date Created	Delete
Test Project	2/5/2016	Delete

Select a project to assign

Assign Project

Reset Password Delete Cancel Reset Form Save

7. Most NDDOT Project Engineers will be designated Business Managers, but will not be assigned a District. They will have projects assigned to them in the Assigned Projects area.

User

Jesse Kadrmas

E-Mail

jlkadrmas@nd.gov

Name

Jesse Kadrmas

User ID

jlkadrmas@nd.gov

Role

Business Manager

☐ Assign to All Projects

Assigned Departments

None Selected

Assigned Projects

Project	Date Created	Delete
18961-6029110183-HERRICK N&S TO N BOWESMONT	5/11/2016	Delete
20463-6999029-GRAFT WETLAND MITIGATION BNK	5/11/2016	Delete

Select a project to assign

Assign Project

Reset Password

Delete

Cancel

Reset Form

Save

8. Consultant Engineers will each be assigned their own Department – i.e. each consulting firm will be its own Department. In this way, each Consultant Engineer can be limited in viewing only those projects to which the firm has won an award to oversee.

**Add / Edit Admin Logins** **Edit Mode**

**User**

**E-Mail**

**Name**

**User ID**

**Role**

☐ Assign to All Projects

**Assigned Departments**

**Assigned Projects**

Project	Date Created	Delete
Test Project	2/5/2016	<input type="button" value="Delete"/>

## Section 2 – Setting Up Projects

Please Note: Projects will generally be set up by CRD: District staff may correct errors and edit the Project Set Up.

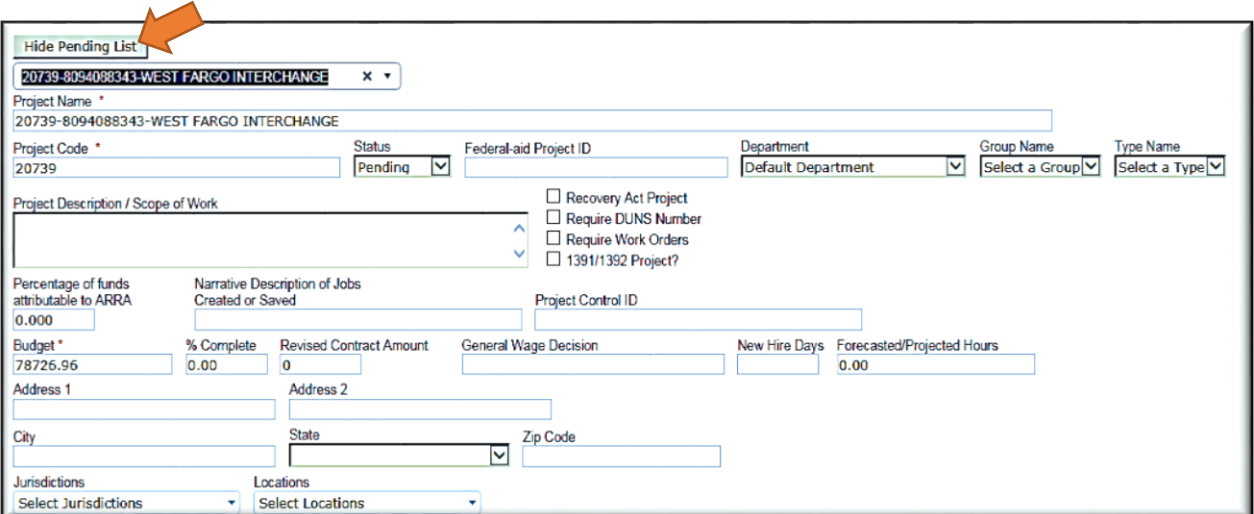
1. Projects are set up under the Set Up tab, under the “Add/Edit Projects” button:



The screenshot shows the NDDOT B2GNow web application interface. At the top, there is a header with the NDDOT logo and navigation links: Contract Compliance, User Portal, Training Materials, Support, Logout, and Live Chat. Below this is a secondary navigation bar with tabs: Projects, Certifications, Violations, Reports, Admin, eDocuments, and Set Up. The 'Set Up' tab is currently active. Under the 'Administrative Setup' heading, there is a grid of buttons for various setup tasks. An orange arrow points to the 'Add/Edit Projects' button in the first row, first column of this grid.

Administrative Setup		
Add/Edit Projects	Add/Edit eDocument Templates	Add/Edit Certification Type
Contractor Setup	Add/Edit Notice Type	Add/Edit Certifying Agency
Department Settings	Add/Edit Minimum Wage	Reports Setup
Validation Settings	Add/Edit Craft List	Add/Edit Demographic Types
Client Information	Add/Remove Craft Match	Add/Edit Demographic Classifications
Prevailing Wage Setup	Add/Edit Rec. Act Emp. Type	Project Groups
Add/Edit Geographic Areas	Add/Edit Departments	Project Types
Add/Edit Admin Logins	Add/Edit Work Order	
Add/Edit eDocument Types	ZIP Codes Setup	

2. The top of the screen has a “Show Pending List” button. When this button is hit, the projects in the drop-down menu are only those recently imported from B2GNow. If you hit “Hide Pending List,” these projects are hidden. Typically, projects will be input from the Pending List. When inputting a project this way, choose a project to open:



The screenshot shows the project setup form. At the top left, there is a button labeled 'Hide Pending List' with an orange arrow pointing to it. Below this is a dropdown menu showing '20739-8094088343-WEST FARGO INTERCHANGE'. The form contains several input fields and checkboxes. The 'Status' field is set to 'Pending'. The 'Project Description / Scope of Work' field is empty. There are checkboxes for 'Recovery Act Project', 'Require DUNS Number', 'Require Work Orders', and '1391/1392 Project?'. The 'Percentage of funds attributable to ARRA' is 0.000. The 'Budget' is 78726.96. The '% Complete' is 0.00. The 'Revised Contract Amount' is 0. The 'General Wage Decision' is empty. The 'New Hire Days' is empty. The 'Forecasted/Projected Hours' is 0.00. There are fields for 'Address 1', 'Address 2', 'City', 'State', and 'Zip Code'. At the bottom, there are dropdowns for 'Jurisdictions' and 'Locations'.



- First, move the Project status from “Pending” to “Active.” Pull the contract award up and make sure that the PCN, Federal ID and budget (amount of award) match. At this point, choose a District to assign the Project to (the first letter after the dash in the Project name will tell you what District to assign the project). If the Project is being managed by a Consultant Engineer, note the Firm in the Department area. Note also who “owns” the Project – this information will typically go into the Project Description area. (For instance, “project is owned by Bismarck District and Kirk Hoff is the responsible person.”)

INTERCHANGE x ▾

INTERCHANGE

Status: Active ▾ Federal-aid Project ID: Department: 1 - Bismarck District ▾ Group Name: Select a Group ▾ Type Name: Select a Type ▾

☐ Recovery Act Project  
☐ Require DUNS Number  
☐ Require Work Orders  
☐ 1391/1392 Project?

Description of Jobs  
 Saved Project Control ID

- The next step is to check the “North Dakota DOT” box under “Jurisdictions” and to select “North Dakota Statewide”

78726.96 0.00 0 0.00

Address 1 Address 2

City State Zip Code

Jurisdictions \* North Dakota DOT ▾

Locations North Dakota Statewide ▾

Filter: Enter keywords

✓ Check all ✕ Uncheck all

☐ Morton County, ND  
☐ Mountrail County, ND  
☐ Nelson County, ND  
☒ North Dakota Statewide  
☐ Oliver County, ND  
☐ Pembina County, ND  
☐ Pierce County, ND  
☐ Ramsey County, ND  
☐ Ransom County, ND

HUD Section  
 Dates  
 Section 3 Goals  
 Misc Settings  
 Project Contact  
 Labor Compliance / Prevailing Wage Administrator \* KIM THOMPSON

- Next, go to the Dates Section (skip HUD Section), and input the bid letting date of the contract into the “Prevailing Wage Lock-In Date”

North Dakota DOT North Dakota Statewide

HUD Section

Dates

Prevailing Wage Lock-in Date *	Estimated Completion Date	Bid Advertisement Date	Estimated Start Date
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Pre Bid Date	Notice to Proceed Date	Pre Construction Date	Pre Job Date
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
			Award Date
			<input type="text"/>

Section 3 Goals

- The Project Contact should always be the Prime Approver for the Contractor. This person has generally been designated by the contractor, or may be designated for this project only. See Prime Approver Worksheet.
- Under Goal Report, input a Women Goal of 6.9% and the Minority Goal of the County within which the project takes place. If there is more than one minority goal because there is more than one county in the project, input the higher percentage goal.

Goal Report

Apprentice % Goal	Minority % Goal	Women % Goal
<input type="text" value="0.00"/>	<input type="text" value="0.70"/>	<input type="text" value="6.90"/>

Apprentice Hours by Contractor or by Trade Reports  
These reports use the Apprentice % Goal entered above

- At this point, Save the Project by hitting Save button.
- Then Assign the Prevailing Wage by hitting Assign Prevailing Wage Button. You will then go to the Assign Prevailing Wage Screen. The Screen will show information for Jurisdiction, Location and Type filled in:

Assign Prevailing Wage

Destination (To)

Project

Source (From)

Jurisdiction

Location

Type

- You will then fill in the Wage Decision number and modification (unsure? Check the wage decision attached to the proposal). This will cause the date to automatically fill in and a Craft-classification box to appear – simply “select all” and hit “Assign Wages.”

The screenshot shows a software window titled "Assign Prevailing Wage". It contains several fields and a list of craft classifications. Orange arrows highlight three specific elements: the "Wage Decision" dropdown menu, the "Select All" checkbox in the "Craft-Classification" section, and the "Assign Wages" button at the bottom right.

**Destination (To)**  
Project: 20995-2001071041-N OF JCT ND 27 TO S OF I-94

**Source (From)**  
Jurisdiction: North Dakota DOT  
Location: North Dakota Statewide  
Type: Highway  
Wage Decision: ND150002  
Mod: 5  
Issue date: 10/9/2015  
Publication date: 10/9/2015  
Expire Date: 1/1/2100

**Craft-Classification**  
☒ Select All

- ☒ CARPENTERS - Carpenters
- ☒ CARPENTERS - OJT Trainee Carpenter
- ☒ CEMENT MASONS/FINISHERS - Cement Masons/Finishers
- ☒ CEMENT MASONS/FINISHERS - OJT Trainee Cement Finisher
- ☒ ELECTRICIANS - Cable Splicer - Eastern North Dakota
- ☒ ELECTRICIANS - Cable Splicer - Western North Dakota
- ☒ ELECTRICIANS - Electrician - Cass County
- ☒ ELECTRICIANS - Electrician - Eastern North Dakota

Buttons: Cancel, Reset, Assign Wages

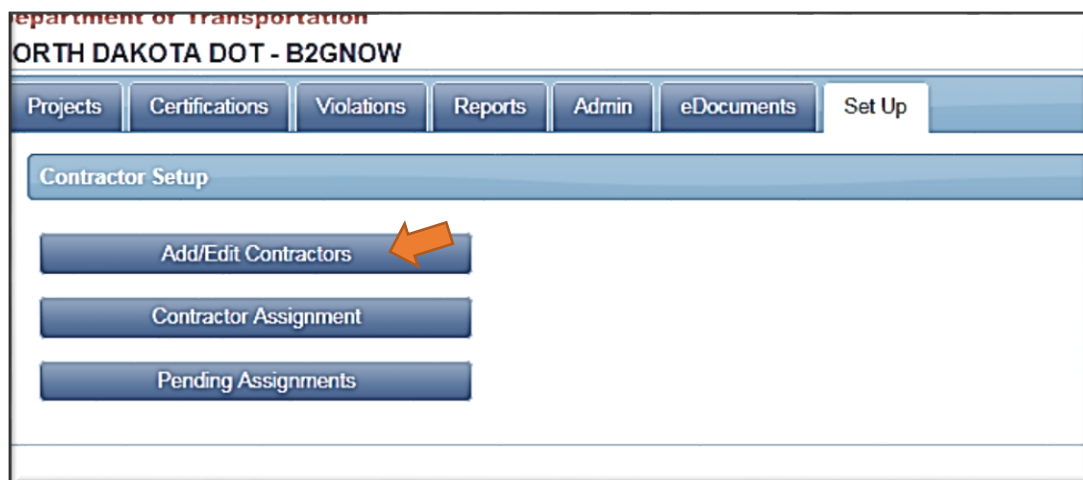
11. At this point, the project is in the system, and is assigned a wage decision. Go to the Contractor Assignment page, and verify that the project is assigned to the prime contractor.

### Section 3 – Setting up and Assigning Contractors

1. Contractors can enter the system in a variety of ways. They may be imported from B2GNow, in which case they will appear under a “Pending List.” Or they may be input manually. However they are input, all contractors in LCPtracker must be Registered Contractors with the NDDOT.
2. To input a Contractor, go to the Set Up Tab, and hit the “Contractor Setup” button.



3. From there, hit the “Add/Edit Contractors” button:



4. This will take you to the Add/Edit Contractor input page. If you hit “Show Pending List,” you will see the projects imported from B2GNow. Otherwise, you can simply input the following:
  - a. Company Name – make sure it is exactly right
  - b. Federal Tax ID
  - c. 10 digit telephone number for company – this will be the user ID – input with NO DASHES OR SPACES
  - d. Indicate union status
  - e. Insert contact name, telephone and email – this will typically be the person signing certified payroll, although it may be any responsible party, who will then forward and change this person’s name, telephone and email.
  - f. Address, including town, state and zip.
  - g. Note Enforcement = ENFORCE

Hit Save button when Complete.

The screenshot shows a web form for adding or editing a contractor. At the top left is a button labeled "Show Pending List". Below it is a "Department" dropdown menu set to "-- All Departments --". Next is a "Central Specialties" dropdown menu. The main form fields are as follows:

- Company Name (Contractor) \***: Central Specialties (An orange arrow points to this field.)
- Federal Tax ID Number \***: 0000000 (An orange arrow points to this field.)
- D-U-N-S Number**: (Empty field)
- PWCR Number**: (Empty field)
- Contractor License No. or 10-digit Phone Number \***: 320-762-7289 (An orange arrow points to this field.)
- Contractor License Expiring Date**: (Empty field with a calendar icon)
- Status**: Active (dropdown menu)
- Contractor License (To Display on Certified Payroll)**: 320-762-7289 (An orange arrow points to this field.)
- Insurance Certificate Number**: (Empty field)
- Specialty License Number**: (Empty field)
- Local Business (City) License**: (Empty field)
- Motor Carrier Permit Number**: (Empty field)
- Worker's Compensation Policy Number**: (Empty field)
- Union Status \***: Non-Union (dropdown menu) (An orange arrow points to this field.)
- Section 3 Business**: (checkbox)
- Non-Construction Contractor**: (checkbox)
- Contractor's Health Plan Approved**: (checkbox)
- Ethnicity**: (Empty dropdown menu)
- Type of Trade**: (Empty dropdown menu)
- Principal Name**: John Mitterath
- Principal Title**: VP
- Contact Name \***: Geri Rindahl (An orange arrow points to this field.)
- Phone Number \***: 320-762-7289
- Contact Fax**: (Empty field)
- Contact E-Mail \* (Login information will be sent to this email address)**: geri@centralspecialties.com (An orange arrow points to this field.)

gerl@centralspecialties.com

Address 1 \*  
6325 County Road 87 SW

Address 2

City \*  
Alexandria

State \*  
MN

ZIP Code \*  
56308

Standard Hours Per Day \*  
0.000

Standard Work Week Hours \*  
40.000

Pay date is 7 calendar days after week end date.

Notice enforcement \*  
ENFORCE

Contractor Status ☐ Use Overtime Round Factor for Payroll Validation

☐ Owner Operator

Click here to obtain a free D-U-N-S number  
<http://fedgov.dnb.com/webform/displayHomePage.do>

User ID  
320-762-7289

**Business Certifications**

Certification \*  
Select Certification

Certifying Agency \*  
Select Certifying Agency

Issued Date

Expiration Date

Notes

Add Certification

Delete Send New Password Cancel Reset Form Save

- The Contractor can change any information on their own screen except the User ID (10 Digit Telephone Number). To change information, the contractor must go to the Set Up Tab and hit the Company Information button:

**ORTH DAKOTA DOT - B2GNOW**

Projects 1. Payroll Records 2. Notices 3. Certification Reports eDocuments Set Up Daily Reporter LCPcertified

**Setup Main Menu**

Add/Edit Employee Company Information Add/Edit Craft Name

Fringe Benefits Maintenance Copy Employees Add/Edit Work Order

Subcontractor Setup Add/Remove County Match Add/Edit Additional Users

Edit Login Password Add/Remove Craft Match

Edit/Reset eSignature Add/Remove Project Match

- A screen will appear, allowing the contractor to change any information, except the User ID. If this change needs to be made, the contractor must be deleted and reentered, by a Full Admin, with another user ID. Extreme care should be taken doing this if the contractor has been assigned projects and is using the account. Contact LCPtracker tech support.

Add or Edit Contractor Information		Edit Mode
To add a new contractor, enter information and save. To edit an existing contractor, select it from the list first. You can view all the contractors in the system. You can only edit your own data after it has been entered.		
Company Name (Contractor) *		
Brown Construction Company		
Federal Tax ID Number *	D-U-N-S Number	PWCR Number
45-678910		
Contractor License No. or 10-digit Phone Number *	Contractor License Expiring Date	Status
505-463-0175		Active
Contractor License (To Display on Certified Payroll)		
505-463-0175		
Insurance Certificate Number	Specialty License Number	Local Business (City) License
Motor Carrier Permit Number	Worker's Compensation Policy Number	
Union Status *	<input type="checkbox"/> Section 3 Business	
Non-Union	<input type="checkbox"/> Non-Construction Contractor	
Ethnicity	Type of Trade	
	Repair	
Principal Name	Principal Title	
Contact Name *		
Gail Brown		
Phone Number *	Contact Fax	
505-463-0175		
Contact E-Mail * (Login information will be sent to this email address)		
gailannbrown@aol.com		
Address 1 *	Address 2	
710 N Washington St.		
City *	State *	ZIP Code *
Bismarck	ND	58501
Standard Hours Per Day *	Standard Work Week Hours *	
0.000	40.000	
Pay date is 7 calendar days after week end date.		
Notice enforcement		

- To Assign a Contractor to a Project, go to the Set Up Tab, and hit the Contractor Setup button. Then, hit the "Contractor Assignment" button.



**North Dakota Department of Transportation**  
NORTH DAKOTA DOT - B2GNOW

Contract Compliance | User Portal | Training Materials

Projects | Certifications | Violations | Reports | Admin | eDocuments | Set Up

**Contractor Setup**

Add/Edit Contractors

Contractor Assignment

Pending Assignments

8. Choose the Project you wish to assign. (You can narrow choices by Department.) You will then see the Prime and Subcontractors set up for the Project.

**North Dakota Department of Transportation**  
NORTH DAKOTA DOT - B2GNOW

Contract Compliance | User Portal | Training Materials

Projects | Certifications | Violations | Reports | Admin | eDocuments | Set Up

**Contractor Assignment**

Add New Assignment

Select a department  
-- All Departments --

Select project to display  
21179-8029165063-S OF 13TH AVE S ON SE RAMP

Select contractor to display  
Select contractor / all contractors

Project	Contractor	Sub To	Contract ID	Date Assigned	Contract Amount	Edit	Delete
21179-8029165063-S OF 13TH AVE S ON SE RAMP	Fargo Electric Construction	Industrial Builders Inc		11/09/2015		Edit	Delete
21179-8029165063-S OF 13TH AVE S ON SE RAMP	Heartland Labor	Industrial Builders Inc		11/09/2015		Edit	Delete
21179-8029165063-S OF 13TH AVE S ON SE RAMP	Holland Contracting INC	Industrial Builders Inc		11/09/2015		Edit	Delete
21179-8029165063-S OF 13TH AVE S ON SE RAMP	Industrial Builders, Inc.	Prime		02/16/2016		Edit	Delete

Page 1

Add New Assignment | Cancel

9. If you wish to assign a contractor beyond those you see, hit the amber "Add New Assignment" Button. From there, you will go to the "Add Assignment" page. Choose the Project, and a contractor to assign from the drop-down menu. Then choose a Prime or high-tier sub in the "As a subcontractor to" area. In general, input today's date or the date work will be commenced.



At this point, you can hit Save.

The screenshot shows a web form titled "Add Assignment". It contains several fields and buttons. Four orange arrows point to specific elements: the "Contractor to be assigned" dropdown menu, the "As a subcontractor to" text input field, the "Start Date" date picker, and the "Save" button at the bottom right.

**Add Assignment**

Select a department  
-- All Departments --

Select a project  
20806-9999328-I94 E RP259 W RP257 I29S RP138

Contractor to be assigned  
Border States Paving, Inc.

As a subcontractor to (Leave blank if above is to be a prime contractor for the selected project)  
Newman Signs, Inc.

Start Date \* 04/02/2016

End Date

Contract ID

Responsibility Code

Contract Amount

Notes

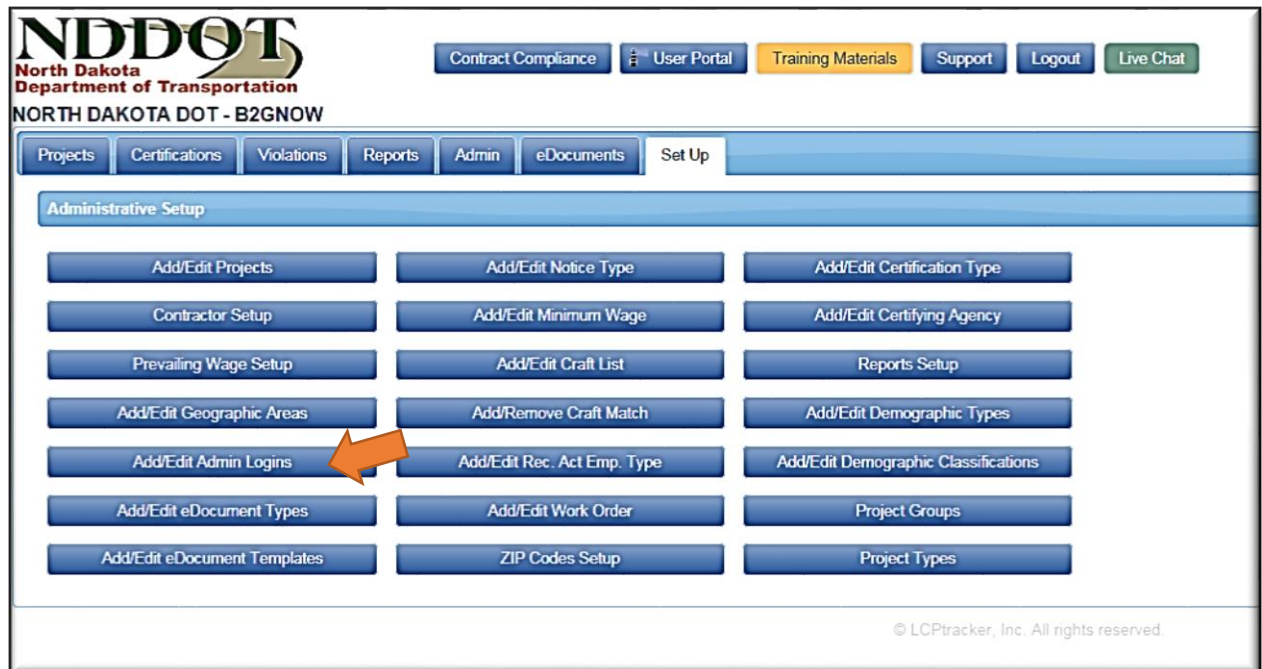
Cancel Save

10. Going back, the assigned contractor should now appear on the Contractor Assignment page for the Project.
11. If the Contractor is not on the drop-down, you will need to enter it into the database before assignment. Care should be taken inputting for accuracy. Do not input unregistered contractors.

## Section 4 – District Users - ADE/Business Manager Assignment of Roles

Please Note: This function will primarily be done through the ADEs and Team Leaders.

1. All ADEs are Full Admins within the system. They have the ability to perform any function within the system. It is important however that the Wage Decision Setup and Team Leaders will generally be Business Managers within LCPtracker, and they will be assigned to a particular District. When a Business Manager signs on, they should see all projects in the system assigned to their District. The Business Manager may then assign roles within the District to particular engineers and support staff.
2. To Assign an Engineer to a Project, go to the Set Up tab and hit the “Add/Edit Logins” button.



3. Choose a User to edit from the Drop-Down Menu. In general, users will be Business Managers but will not be assigned by District, but by Project. If an Engineer is assigned as a Business Manager to a District, he or she will see all the Projects in the District on the Project page and on the Certifications and Violations pages. If the Project Engineer wishes to limit the Projects he or she sees to only those to which he or she is assigned, the Business Manager needs to “uncheck” the District Box and assign him or her to particular projects.

Add / Edit Admin Logins
Edit Mode

User  
Jesse Kadrmas

E-Mail  
jlkadrmas@nd.gov

Name  
Jesse Kadrmas

User ID  
jlkadrmas@nd.gov

Role  
Business Manager

☐ Assign to All Projects

Assigned Departments  
None Selected

Assigned Projects

Project	Date Created	Delete
18961-6029110183-HERRICK N&S TO N BOWESMONT	5/11/2016	Delete
20463-6999029-GRAFT WETLAND MITIGATION BNK	5/11/2016	Delete

Select a project to assign

Assign Project

Reset Password
Delete
Cancel
Reset Form
Save

- To assign a project, go to the Assigned Projects area at the bottom of the page. Open up the "Select a project to assign" drop-down menu and choose a Project. The project should appear in the Assigned Projects box. Hit the Save button.

Assigned Projects

Project	Date Created	Delete
18951-6002104295-US 2 LAKOTA E TO 5.3 MI E ND1	2/9/2016	Delete
Test Project	2/9/2016	Delete

Select a project to assign

17427-8010032932-US 10B W FARGO MAIN I-94 SHEYENNE

17765-3020122061-ND20 S JCT ND15 TO N JCT ND15

18874-3020107044-ND 20 N MCHENRY TO S JCT ND 15

18951-6002104295-US 2 LAKOTA E TO 5.3 MI E ND1

18985-8029133078-I-29 ARGUSVILLE N TO HUNTER SB

20806-99993328-I94 E RP259 W RP257 I29S RP138

20995-2001071041-N OF JCT ND 27 TO S OF I-94

21179-8029165063-S OF 13TH AVE S ON SE RAMP

Test Project

Test Project II

- Consultant Engineers will be assigned not to a District, but to an Engineering Firm. Within the Engineering Firm, they should see all projects assigned to that firm. If further limitation is desired, the ADE or project lead should assign the engineer to the project, and not to the firm. Please call Gail (701) 328-2605 for guidance.

## Section 5 – Reviewing Payroll

1. The Project Lead or a member of his or her staff should review payroll on a weekly basis. Until the Prime Approver has approved payroll, it will not appear on the Project Engineer or Team Leader's screen.
2. Once approved, the Project Engineer or his or her staff will need to review and accept the payroll.
3. The first step is to go to the Certifications Tab, and see payroll that has not yet been accepted. Payrolls will appear on the Certifications Tab, but as "Submitted" or "Resubmitted." You should go to the "Details" section:

Certifications

Department

All Departments

Project

All Projects

☐ Include Closed

Contractor

All Contractors

Sub To | Contract ID

All Assignments

Load Data

From Date

To Date

Process Status

Accept Status

All Process Statuses

All Accept Statuses

Select All

Accept Selected


There are 32 certification records found for the above selection.

Delete	Contractor	Project	Sub To	Contract ID	Week End	Payroll No	Performing?	Submitted	View CPR	Prime Approval	Approved	Process Status	Select	Accept Status	Accepted	Final	View Details
<a href="#">Delete</a>	KPH, Inc.	20158-8991032029-16TH FROM COMMERCE TO 11TH ST			5/7/2016	2	YES	5/10/2016	<a href="#">PDF</a>	Approved	5/10/2016	Certified	<input type="checkbox"/>	Resubmitted		No	<a href="#">Details</a>
<a href="#">Delete</a>	Dakota Underground Company	17427-8010032932-US 10B W FARGO MAIN I-94 SHEYENNE			5/7/2016	49	YES	5/11/2016	<a href="#">PDF</a>	Approved	5/11/2016	Certified	<input type="checkbox"/>	Submitted		No	<a href="#">Details</a>

Page 1 2 3 4

4. Hitting the "Details" link will open up the Payroll Page. Look for missing or misclassified employees. If there are "warnings," open up the payroll screen and see what the warning is for. The most common warning is for "deductions exceed wage," which tells you that the system has highlighted too many deductions. In general, this is a child support, wage garnishment or loan repayment deduction. You should make sure and substantiate that this is in fact the case. In regards to proof of deductions, in the construction season of 2016, please follow the standards you have always used: that is, if you have required the deduction noted on the certification page, you should continue to do that. If you require a child support order, such an order should be loaded into EDocuments.

- Next, you should “audit” at least one employee in each broad classification (laborers, operators, truckers or tradespeople). To do this, click on the “audit” button, and review the payroll.

Payroll Record Details							
Jurisdiction	Craft	Classification	Recent Action	Recent Code	Status	Audited	
North Dakota DOT	LABORERS	Group 1 - Drill Runner Tender; Flaggers and Pilot Car Drivers; General Construction Laborer; Light Truck and Pickup Driver; Pipe Handler; Sack Shaker (cement & mineral filler); Salamander Heater and Blower Tender		0	Certified		 Audit View
North Dakota DOT	LABORERS	Group 4 - Drill Runner (includes Wagon Churn or Air Track); Pipe Layers (sanitary sewer, storm sewer, water, & gas lines); Powderman, gunite & sandblast; Nozzleman; Reinforcing Steel Setters/Tiers; Concrete Finisher Tender		0	Certified		Audit View
North Dakota DOT	LABORERS	Group 4 - Drill Runner (includes Wagon Churn or Air Track); Pipe Layers (sanitary sewer, storm sewer, water, & gas lines); Powderman, gunite & sandblast; Nozzleman; Reinforcing Steel Setters/Tiers; Concrete Finisher Tender		0	Certified		Audit View
North Dakota DOT	CEMENT MASONS/FINISHERS	OJT Trainee Cement Mason/Finisher		0	Certified		Audit View

- When the payroll sheet for the employee opens, check that the hours fairly represent your knowledge of when the employee was present. Look at the Fringes, and make sure that the amounts are reasonable, and that the deductions also appear reasonable. Check the Notices, and make sure there are no Notices on the payroll – all Violations should have been taken care of by the Prime Approver at an earlier stage. You may need to verify that a Warning is not valid – for instance, a warning about other Deductions is likely due to Child Support or other garnishment. When you have completed your review, click on “revalidate.”

Classifications

Hours Worked Each Day for This Project Only

	Sunday 5/1/2016	Monday 5/2/2016	Tuesday 5/3/2016	Wednesday 5/4/2016	Thursday 5/5/2016	Friday 5/6/2016	Saturday 5/7/2016	Total Hours
Regular Time	0.00	0.00	0.00	4.50	5.00	0.00	0.00	9.50
Overtime at 1.5	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Double-Time	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total	0.00	0.00	0.00	4.50	5.00	0.00	0.00	9.50

Fringes / Contributions paid to others (not employee) for This Project Only (Rate Times the # of Hours Worked)

Paycheck - Deductions, Payments and Notes (For All Projects Worked This Week)

Notices

There are no notices

Cancel

Revalidate

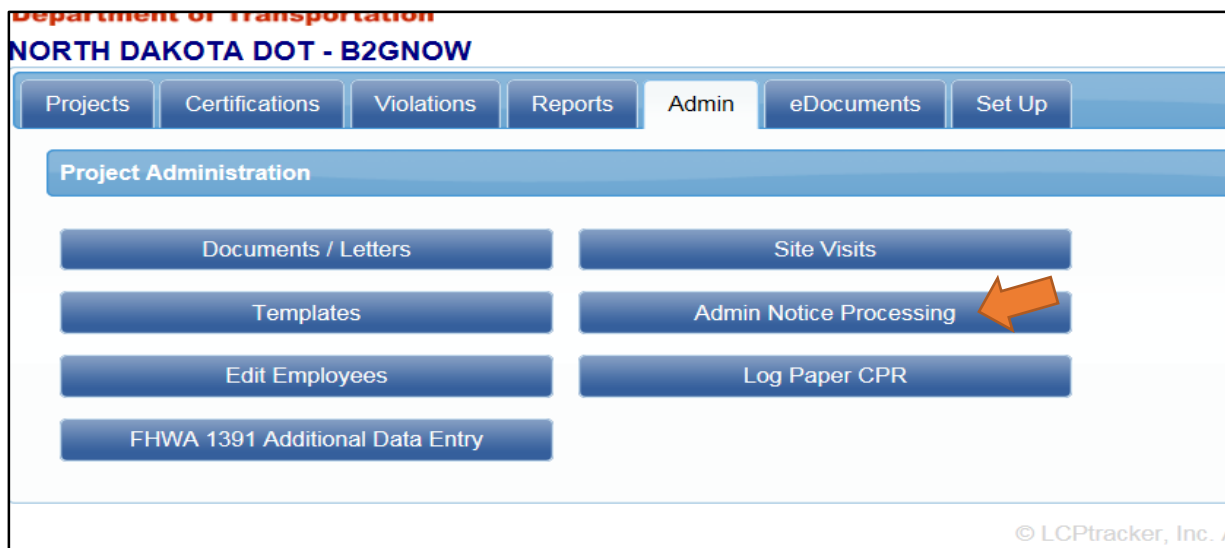
show CPR

- When you have audited one worker in each classification, return to the Certifications page. At this point, change the status of the Payroll to “Accepted.”

Accept Status  
All Accept Statuses ▼

Submitted	View CPR	Prime Approval	Approved	Process Status	Select	Accept Status	Accepted	Final
10/2016	<input type="button" value="PDF"/>	Approved ▼	5/10/2016	Certified ▼	<input type="checkbox"/>	Resubmitted ▼		No ▼
11/2016	<input type="button" value="PDF"/>	Approved ▼	5/11/2016	Certified ▼	<input type="checkbox"/>	ACCEPTED Submitted		No ▼

- Once “accepted,” your review of payroll is complete. You can proceed to the next payroll, or you are finished if there is no other payroll.
- If violations are seen in the payroll, work through the Prime Approver to get them fixed. This can be done via telephone, or through the “Admin Notice Processing” button on the Admin Tab.



- Once you get on the Admin Notice Processing page, hit the “Add New Notice” button. This opens a screen within the screen. Select the Contractor, the Project, the Prime, the payroll date, put in a Notice Title and select an “Admin Notice Type” and notice date. You do not need to submit a Case Number.

Department of Transportation  
NORTH DAKOTA DOT - B2G NOW

Certifications Violations Reports Admin eDocuments Set Up

Add Notice

Contractor \* Project \*

Brown Construction Company Test Project

Sub To | Contract ID \* CPR Date Case Number

Prime 4/17/2016

Notice Title \* Admin Notice Type \* Notice Date \*

Payroll missing an employee Payroll Rejection

Notice Message (1025 Characters Max) \*

The Payroll you submitted has been rejected for the following reason: the payroll is missing employee James Smith

Administrator Notes (1025 Characters Max)

Cancel Save

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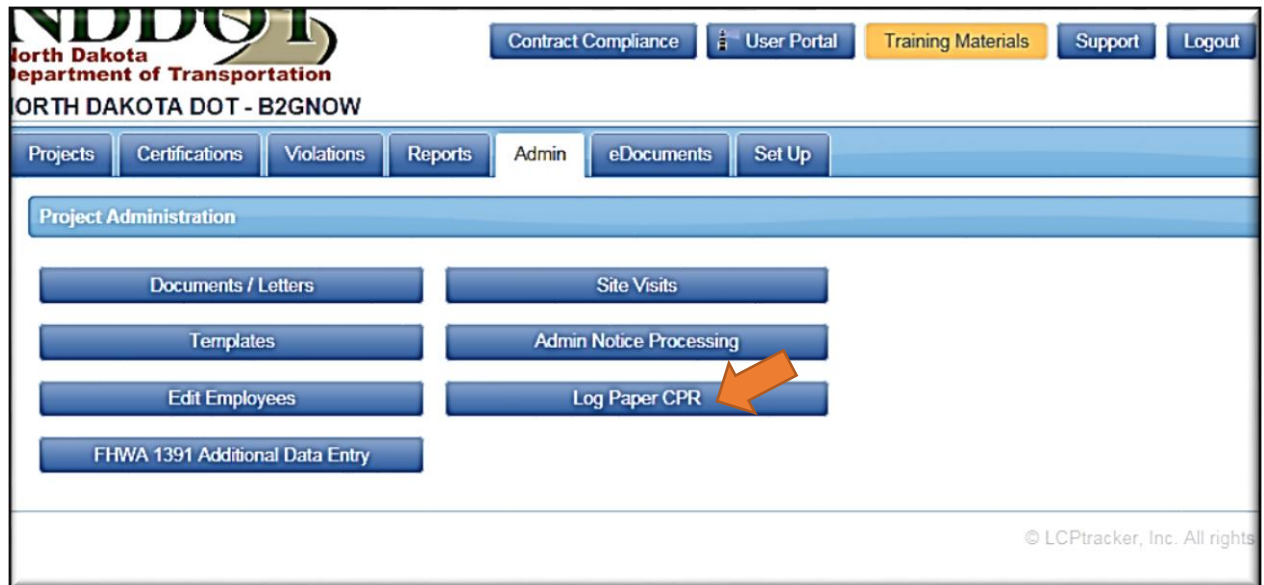
11. The Notice will then appear on the Admin. Notice Processing page. From there, you can edit, resent or close it. When you send out such a Notice, the Prime Approver and the subcontractor will both get a copy of the Notice. Rely on the Prime Approver to make sure the Payroll is resubmitted.
12. Checking payroll and sending Notices should be done in an efficient and quick way. Don't spend time checking wage rates or math – the system does this for you. Make sure you check for missing or misclassified employees and that deductions and fringes appear reasonable.

## Section 6 - Labor Interviews

1. At this time, the Site Visit function on LCPtracker is going through a significant redo.
2. Because LCPtracker cannot guarantee the confidentiality of labor interviews until the redo on the Site Visit function is completed, CRD has made the decision to do Labor Interview and put these interviews in CARS until further notice.
3. The new Labor Interview Form is available on the Intranet,

## Section 7 – Inputting Paper Payroll

1. During Construction season 2016, the NDDOT will continue to accept paper payrolls while urging contractors to begin using LCPtracker, the Department's automated payroll system.
2. From October, 2016 forward, the Department anticipates that LCPtracker will be required.
3. When paper payroll is received by Project staff, it needs to be both logged into the system, and uploaded into the system.
4. To log in paper payroll, go to the Admin Tab, and hit the "Log Paper CPR" button.



5. Choose a Project, a Contractor and a week end date and hit the Search button. This will cause a New Record to be created in section B. The Certification status drop down is for your own use – you can note that there is a violation, or that your review is pending. The Accept Status should reflect either Accepted or Rejected (if you have let the contractor know the payroll is inadequate at the time you accepted it). In the Validated by space, type your own name. You can make Notes comments if you note a violation or rejection of the payroll. At this point, hit the Save button.

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Contract Compliance User Portal Training Materials Support Logout

Projects Certifications Violations Reports Admin eDocuments Set Up

**Manual Payroll Tracking**

**A - Select Parameters to "Search for" or "Create" a Record**

1- Select a project  
17427-8010032932-US 10B W FARGO MAIN I-94 SHEYENNE

2- Select a contractor  
Dakota Underground Company No site interview available.

3- Select a week end date  
4/24/2016 Reset Form Search

**B - Create / Edit Record** **New Record**

Project 17427-8010032932-US 10B W FARGO MAIN I-94 SHEYENNE Week End 4/24/2016

Contractor Dakota Underground Company

Certification Status YES ☒ Forming week? YES ☒ Record Type (Prime or Admin) Admin Date received 4/5/2016 Validated by Accept Status **ACCEPTED** ☒

Notes (125 char. max.)

Delete Cancel Save

6. At this point the paper payroll will be "saved" on log in, but must be approved by the Prime Approver before it is visible on the Certifications page. When approved, you can see the payroll you just "logged" is now noted on this page. When you try to view a pdf of a CPR submitted in paper, you would get the following message.

Admin eDocuments Set Up

Process Status All Process Statuses Accept Status All Accept Select All Accept Selected

Results

The selected certification was not submitted electronically. There is no CPR to display.

Project	Sub To	Contract ID	Week End	1	YES	2/18/2016	PDF	Approved	Approved	Process Status	Select
st Project			1/30/2016					Approved	2/8/2016	PENDING	<input type="checkbox"/>
st Project			1/31/2016					Approved	2/8/2016	VIOLATION	<input type="checkbox"/>
st Project			2/7/2016					Approved	2/19/2016	VALIDATED	<input type="checkbox"/>
st Project	Brown Construction Company		10/17/2015					Approved	2/19/2016	RECEIVED	<input type="checkbox"/>
st Project	Brown Construction Company		2/13/2016	1	YES	2/18/2016	PDF	Approved	2/19/2016	RECEIVED	<input type="checkbox"/>
st Project	Brown Construction Company		2/13/2016	1	NO	2/18/2016	PDF	Approved	2/19/2016	VALIDATED	<input type="checkbox"/>
st Project			2/21/2016		YES	2/26/2016	PDF	Approved	3/29/2016	RECEIVED	<input type="checkbox"/>
st Project	Brown Construction Company		10/24/2015	1	YES	3/15/2016	PDF	Approved	3/15/2016	Certified	<input type="checkbox"/>
st Project	Brown Construction Company		10/31/2015	2	YES	3/16/2016	PDF	Approved	3/29/2016	Certified	<input type="checkbox"/>
st Project			3/20/2016	6	YES	3/22/2016	PDF	Approved	3/22/2016	Certified	<input type="checkbox"/>

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7. If you try to View a payroll submitted in paper, you get the following:

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Contract Compliance User Portal Training Materials Support Logout

Projects Certifications Violations Reports Admin eDocuments Set Up

**CPR Certification Status Details**

Project Code 12345  
Project Name Test Project  
Contractor Brown Construction Company  
Contract ID  
Sub To

Week End Date 2/7/2016 View Project Wage Datasheet  
Process Status VALIDATED Payroll Number  
Accept Status ACCEPTED Performing YES  
Person Submitting UNKNOWN Final No  
Employees Interviewed This Week 0

Contractor Notes Resubmitted 2/26 and input into EDocuments

Confidential Admin Comments

Save Cancel Add Notice ☐ Hide Closed Notices

Certification Details		
Submitted Date	Status	View CPR
2/12/2016	VALIDATED	View

Payroll Record Details								
Payroll Record Count	Employee	Junsdiction	Craft	Classification	Recert Action	Recert Code	Status	Audited
Total Payroll Records: 0	Total Employees: 0							

The record does not contain the type of detail that an electronic record would, but it is noted on the CPR list, and the system will not include this payroll in any type of late payroll report.

8. Once you have logged in a payroll, it must be uploaded to the system. First, scan in the payroll and save to a file. Go to the eDocuments Tab, and hit the Upload Documents button. From there, choose the Project, the Contractor, the Document Date and choose the end of the Project as an Expiration Date (this field must be filled in although it appears not to fit this upload). Choose "Certified Payroll" as the Document Type and you can include a description such as "Brown Construction April 3." It is not necessary to choose an employee, but do input the week end date. At this point, you can hit the "Browse" button and find the document to which to

scanned in the payroll in question. Once you have done all this, hit the Save button.

**Department of Transportation**  
**NORTH DAKOTA DOT - B2G NOW**

Projects Certifications Violations Reports Admin **eDocuments** Set Up

**Upload Documents**

Project Name  
Test Project

Select Contractor  
Brown Construction Company

Document Date \*  
04/03/2016

Expiration Date  
01/31/2017

Document Type  
Certified Payroll

Description  
Brown Construction Company April 3

Select employee the document relates to if appropriate  
[Empty dropdown]

Week end date the document relates to if appropriate \*  
04/03/2016

Comments  
[Empty text area]


Confidential Comments  
[Empty text area]

Select the file to upload  
[Empty file input] **Browse...**

Cancel Save

9. You should now check that the payroll has been saved. Go to eDocuments and hit the View button. Hit "Certified Payroll" as the document type (limit by project or contractor if you have a lot of payroll). This will bring up a list of payroll. Hit the View button to view the payroll. If it is legible and complete, you have uploaded the payroll and you may destroy the paper copy.

File Edit View Favorites Tools Help  
Back to LCPTracker (Alt+Left)



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NORTH DAKOTA DOT - B2GNOW

Projects
Certifications
Violations
Reports
Admin
eDocuments
Set Up

View Documents

Project
☐ Include Closed Projects
All Projects

Contractor
All Contractors

Document Type
Certified Payroll

Document Date Filter
Submitted Date Filter

Start Date
End Date

Load Data

Displaying 3 uploaded documents


Project	Document Type	Document Date	Contractor	Uploaded	Description	Status	Employee Name	Week End Date	View Details	View Document	Delete
Test Project	Certified Payroll	02/07/2016	Brown Construction Company	02/26/2016				02/07/2016	Details	View	Delete
Test Project	Certified Payroll	02/12/2016	Brown Construction Company	02/12/2016	Payroll Week Ending Feb. 7			02/07/2016	Details	View	Delete
Test Project	Certified Payroll	02/26/2016	Brown Construction Company	02/26/2016	Resubmitted Payroll			02/07/2016	Details	View	Delete

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## Section 8 – Reports

1. The First Compliance Report you can generate is a Payroll Report by Project.



**Project:** 18951-6002104295-US 2 LAKOTA E TO 5.3 MI E ND1

Start Date: 07/11/2015   End Date:   Bid Ad Date:   Budget: \$16,527,334.06

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**Diamond Surface, Inc.**  
Sub To: All Assignments

**Contact:** Terry Heintz      **Email:** terryh@diamondsurfaceinc.com  
**Address:** 21025 Commerce Boulevard Suite 900, Rogers, MN 55374  
**Phone:** 763-420-5009      **Fax:**      **Worker's Comp:**

Week End	Submitted	Performing	Validated By	Process Status	Accept Status	Payroll No.	Electronic?	Final?
10/16/2015	10/28/2015	YES		RECEIVED	ACCEPTED		NO	

---

**Gowan Construction, Inc.**  
Sub To: All Assignments

**Contact:** Gaylene Johnson      **Email:** gaylene@gowanconstruction.com  
**Address:** 3596 15th St NE, Oslo, MN 56744  
**Phone:** 7017393738      **Fax:**      **Worker's Comp:**

Week End	Submitted	Performing	Validated By	Process Status	Accept Status	Payroll No.	Electronic?	Final?
12/12/2015	12/23/2015	YES	SYSTEM	Certified	Submitted	33	YES	
11/28/2015	12/11/2015	YES	SYSTEM	Certified	Submitted	32	YES	Possible Reporting Gap
11/21/2015	11/25/2015	YES	SYSTEM	Certified	Submitted	31	YES	
11/14/2015	11/20/2015	YES	SYSTEM	Certified	Submitted	30	YES	
11/07/2015	11/13/2015	YES	SYSTEM	Certified	Submitted	29	YES	
10/31/2015	11/12/2015	YES	SYSTEM	Certified	Submitted	28	YES	
10/24/2015	11/12/2015	YES	SYSTEM	Certified	Submitted	27	YES	
10/17/2015	11/09/2015	YES	SYSTEM	Certified	Resubmitted	26	YES	
CHANGES MADE TO EMPLOYEES TURNING IN LATE CARDS								
10/17/2015	10/30/2015	YES	SYSTEM	Superseded	UPDATED	26	YES	
10/10/2015	10/22/2015	YES	SYSTEM	Certified	Submitted	25	YES	
10/03/2015	10/12/2015	YES	SYSTEM	Certified	ACCEPTED	24	YES	

Tuesday, April 5, 2016
LCPtracker -
Page 1 of 5

This payroll report will identify when payroll has been filed, whether that payroll is reject or resubmitted, and will also identify possible gaps or missing payroll.

2. To generate a Certified Payroll Summary Report, go to Reports, go to Compliance and select "Certified Payroll Summary Report." Fill in as much of this form as you can and hit "Run."



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Contract Compliance User Portal

Projects Certifications Violations Reports Admin eDocuments Set Up

### Certified Payroll Summary Report

Certified Payroll Summary selection parameters

Report by: ☐ Project ☒ Contractor

Select Department  
6 - Grand Forks District

Select Contractor  
Select Contractor / All Contractors

Select Project  
18951-6002104295-US 2 LAKOTA E TO 5.3 MI E ND1

☒ Include Closed Projects

Sub To | Contract ID  
All Assignments

From Week End Date To Week End Date

Output Format  
☒ PDF ☐ Ms-Word ☐ Ms-Excel

Cancel Run

- Another Report is a Late CPR Summary Report. This Report will give you a summary of late payroll on a particular project. In order for this report to be useful, correct start dates must be put in and paper payroll must be logged in.

## Section 9– Finaling and Closing Project Files

1. When a project is finalized, it can be closed in LCPtracker.
2. The NDDOT will no longer keep boxes of paper payrolls. All paper payroll should be reviewed and input.
3. You should have logged in all payroll, and have looked for any payroll missing or unfilled.
4. Clear all violations close any administrative messages or notes.
5. Go the Set Up Tab, and hit the Add/Edit Project button. Select the Project you are closing, and under the Status Bar, change from “Active” to “Closed.” Hit the Save button.

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Contract Compliance | User Portal | Training Materials | Support | Logout | Live Chat

Projects | Certifications | Violations | Reports | Admin | eDocuments | Set Up

**Add/Edit Project**

To add a new project enter information and save. To edit an existing project, select it from the list first.

Filter Project Selection

Show Pending List

18951-6002104295-US 2 LAKOTA E TO 5.3 MI E ND1

Project Name \*  
18951-6002104295-US 2 LAKOTA E TO 5.3 MI E ND1

Project Code \*  
18951

Status  
**Closed**

Project ID  
NH-6-002(104)295, NH-6-002(105)305

Department  
6 - Grand Forks District

Group Name  
Select a Group

Project Description / Scope of Work  
Highway 2, from Lakota to Junction of ND32. Includes tied jobs 20954, 20603, and 18952.

Percentage of funds attributable to ARRA  
0.00

Narrative Description of Jobs Created or Saved

Project Control ID  
18951, 18952, 20954, 20603

Budget \*  
16527334.06

% Complete  
0.00

Revised Contract Amount  
0.00

General Wage Decision

New Hire Days

Forecasted/Projected Hours  
0.00

6. The Project is now archived in the LCPtracker system. It will be saved for 3 years from the final date, and then will be purged.
7. If there are related documents that you need to archive, contact Gail Brown, 701-328-2605, and we can establish a template for upload. In this way, you can save documents in the LCPtracker system and avoid any paper in the project box.